

25 September 1974

## MEMORANDUM FOR THE RECORD

SUBJECT: Second Meeting of DDO Training Officers

1. On 18 September 1974, the second formal meeting of DDO Training Officers was held with DDO/TRO as Chairman. Most DDO components sent representatives. The meeting was opened by C/CMG who discussed the role of training in the DDO's personnel system. [ ] stressed the fact that training was an integral part of the CIA Personnel Development Plan, and he urged Training Officers to take the Evaluation Boards' training recommendations seriously and make every effort to implement them. DDO/EEO followed with a description of the EEO criteria and the necessity to nominate disadvantaged to meaningful training courses. DDO/EEO also mentioned the funds being held by the Agency's EEO office for external training. Chief, [ ] then briefly outlined new procedures covering the training of officers under nonofficial cover. He affirmed his Branch's willingness to assist in working up necessary training for officers on the outside.

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2. [ ] the newly appointed SA/OT was introduced to the group. [ ] mentioned some new developments in the Basic and Advanced Operations Courses. The BOC will be given three times during CY 1975, and it is hoped to eliminate any backlog for this course with this one additional running. A special session of the AOC has been arranged for November-December 1974. A general discussion was held on the inauguration of the [ ] at the [ ] and the problems that will flow from that.

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3. The Chairman briefed the group on the formation of the DDO Operations Training Task Force outlining its membership and guidelines. It was pointed out that while the Task Force had no immediate requests to make to the DDO components, it was conceivable that some assistance might be needed in the future.

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4. Realizing the interest the DDO Management Advisory Group has in the Preparation for Overseas Assignment Course, arrangements had been made for the Course Coordinator to brief the group on the POA and its objectives. In the same vein, CI/TRCO outlined plans to have two Counter-intelligence courses per year, and he urged the Training Officers to ensure a good attendance at these courses. The Advanced Intelligence Seminar was singled out as a course which DDO Training Officers had tended to ignore in the past. The Chairman said that he hoped DDO participation in the AIS could be improved. A discussion was held on the Advanced Management Program, and it was pointed out that the AMP running in October will be limited to officers [redacted] 25X1  
[redacted] However, OTR has assured DDO/TRO that future runnings will not have this limitation.

5. The meeting ended with a general discussion of items of mutual interest. It is planned to have another meeting of this group during November 1974.

[redacted]

DDO/TRO

Distribution:

- 1 - AF/TRO
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